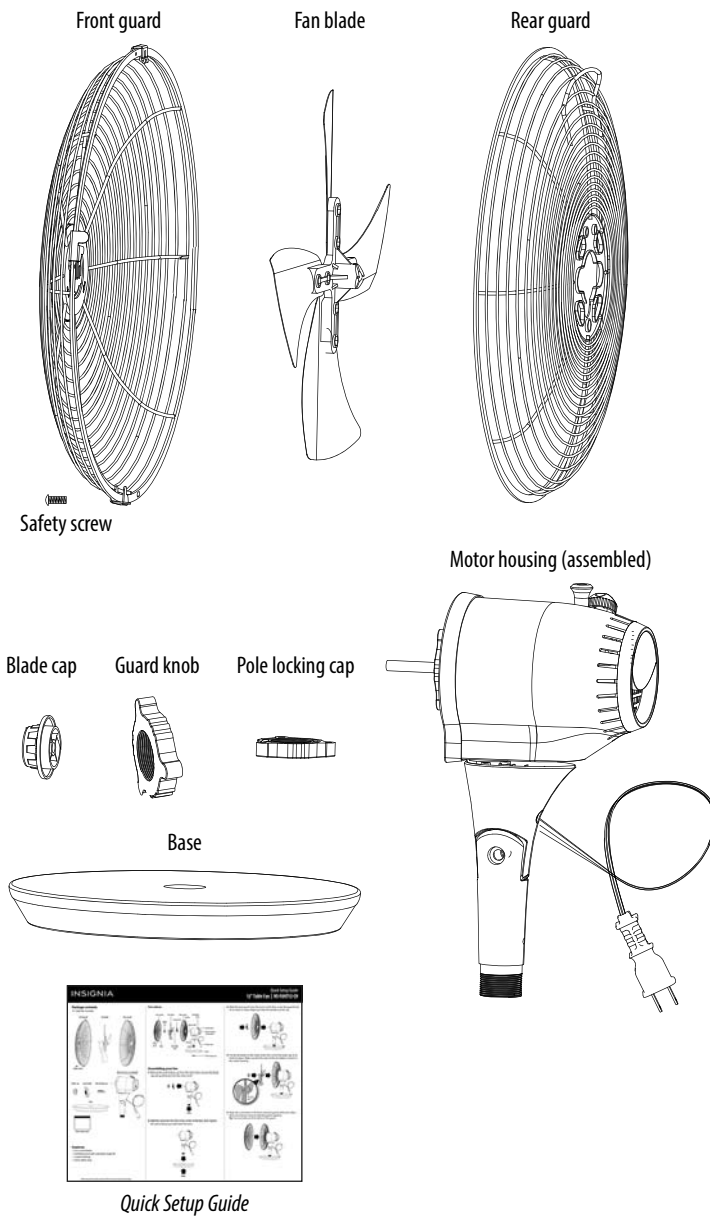


### Package contents

12" table fan includes:

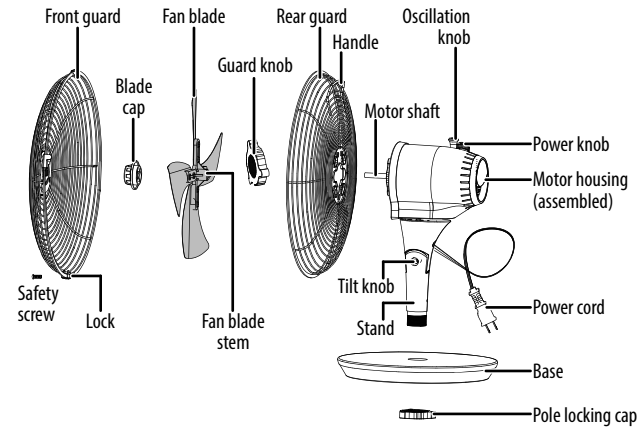


### Features

- Four metal blades
- Oscillating head with adjustable angle tilt
- 3-speed settings
- Fused safety plug

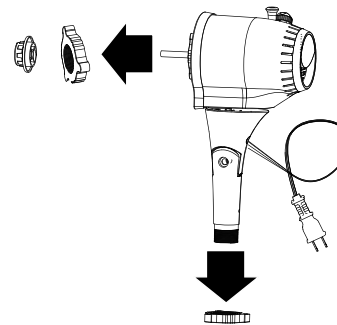
Before using your new product, please read these instructions to prevent any damage.

### Part callouts

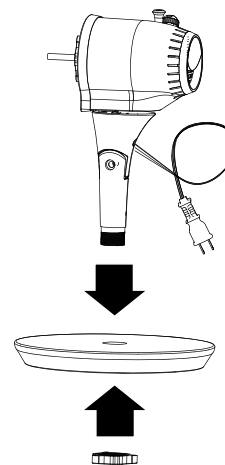


### Assembling your fan

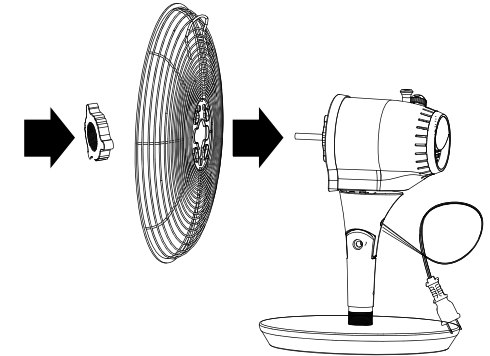
**1** Remove the pole locking cap from the stand, then remove the blade cap and guard knob from the motor shaft.



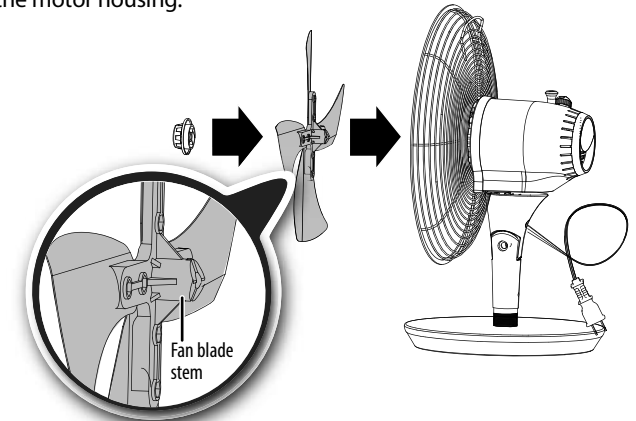
**2** Slide the stand into the hole at the center of the base, then tighten the pole locking cap underneath the base.



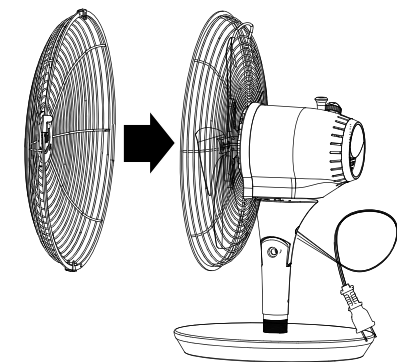
**3** Slide the back guard onto the motor shaft, then screw the guard knob on to hold it in place. Make sure that the handle is at the top.



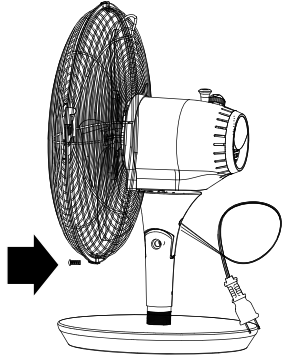
**4** Put the fan blade on the motor shaft, then screw the blade cap on to hold it in place. Make sure that the stem of the fan blade is closest to the motor housing.



**5** Align the screw holes in the front and back guards with each other, then close the four locks to hold the guards together.  
**Tip:** The screw holes are at the bottom of the guards.



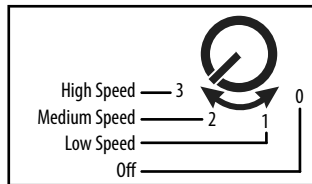
- 6 Insert the safety screw into the screw holes and tighten with a Phillips screwdriver.



## Using your fan

### Speed selection

- 1 Plug the power cord into a power outlet.
- 2 Turn the power knob to select a speed.



### Oscillation

- Push the oscillation knob down to allow your fan to rotate back and forth. Pull it up to keep it in the same position.

### Tilt angle

- Loosen the tilt knob on the stand to adjust the angle of your fan, then tighten to hold it in position.

## Cleaning your fan

- Make sure that your fan is turned off and unplugged before disassembling, cleaning, or reassembling your fan.
- Use a damp cloth and mild soap to clean parts of the fan.
- Do not use harsh detergents, chemical cleaners, or solvents to clean your fan.
- Remove all soap with clean water. Make sure that no water enters the motor.
- Make sure that your fan is completely dry before use.

## Replacing the fuse

If your fan stops working, it may have blown a fuse. Replace only with a 2.5 Amp, 125 volt fuse.

- 1 Unplug your fan.
- 2 Slide the fuse cover open until you can see the entire fuse.



- 3 Remove the old fuse.



- 4 Push the new fuse into the compartment, then slide the fuse cover closed. Your fan is ready for normal use.



## Important safety instructions

- READ AND SAVE THESE INSTRUCTIONS
- **Warning:** To reduce the risk of fire, electrical shock, or injury to persons or property:
  - Always operate the fan from a power source of the same voltage, frequency, and rating as indicated on the product identification plate.
  - To reduce the risk of electric shock, do not use this fan with any solid state speed control device.
  - Close supervision is necessary when the fan is used by or near children or infirm persons. Do not allow children to use it as a toy.
  - Do not operate the fan if it has a damaged cord or plug, malfunctions, or is dropped or appears damaged in any way. Discard the fan or return it to the place of purchase for inspection, repair, or replacement.
  - To reduce the risk of electric shock, do not immerse or expose the fan or flexible cord to rain, moisture, or any liquid.
  - The fan should not be used near water (such as a bathtub or swimming pool) where the likelihood of immersion or splashing could occur.
  - Never install the fan where it could be subject to:
    - \* Heat sources (such as radiators, heat registers, stoves, etc.)
    - \* Direct sunlight
    - \* Excessive dust
    - \* Mechanical vibration or shock
    - \* Lack of ventilation, such as bookcase or cabinet
    - \* Uneven surface
  - Turn off and unplug the fan from power outlets when it is not in use and before assembling, disassembling, or cleaning.
  - Avoid contacting moving parts. Do not insert any object through the grill when the fan is operating.

- Do not cover the grill or operate near curtains (or other loose fabrics).
- Always disconnect the fan when moving it from one location to another.
- The use of attachments or accessories not recommended or sold by the product distributor may cause personal or property hazards or injuries.
- This fan is intended for normal domestic/household use only.
- Do not cover the cord with carpeting, rugs, runners, or other coverings. Do not run the cord under furniture or appliances. Make sure that the cord is in a location where it will not be stepped on.
- This appliance has a polarized plug (one blade is wider than the other). To reduce the risk of electric shock, this plug is intended to fit in a polarized outlet only one way. If the plug does not fit fully in the outlet, reverse the plug. If it still does not fit, contact a qualified electrician. Do not attempt to defeat this safety feature.
- This product has overload protection (fuse). A blown fuse indicates an overload or short-circuit situation. If the fuse blows, unplug the product from the outlet. Replace the fuse as indicated in the "Replacing the fuse" section (follow product marking for proper fuse rating) and check the product. If the replacement fuse blows, a short-circuit may be present and the product should be discarded or returned to an authorized service facility for examination and/or repair.

## One-year limited warranty

Visit [www.insigniaproducts.com](http://www.insigniaproducts.com) for details.

## Contact Insignia:

For customer service, call 1-877-467-4289 (U.S. and Canada) or 01-800-926-3000 (Mexico)

[www.insigniaproducts.com](http://www.insigniaproducts.com)

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